

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT**

POSITION: Temporary Law Clerk to United States Bankruptcy Judge

LOCATION: Bridgeport, Connecticut

OPENING DATE: November 3, 2015

CLOSING DATE: November 23, 2015

SALARY: JSP 11-1 (\$66,031.00)

Position Overview

The United States Bankruptcy Court for the District of Connecticut is accepting applications for a temporary law clerk who will support visiting United States Bankruptcy Judges for the period of December 1, 2015 through June 30, 2016.

The temporary law clerk reports directly to the judges and is primarily responsible for conducting legal research, advising the judges on legal matters, preparing bench memos, drafting orders and opinions, editing and proof reading orders and opinions, verifying citations, prepare pre-hearing/trial case summaries and attending trials and other court proceedings.

Qualifications

To qualify, eligible candidates must have graduated from an accredited law school, possess a strong academic background, be a member (in good standing) of a State Bar and at least one year of full-time post J.D. legal experience. A strong work ethic, and excellent organizational, communication and research/writing skills requested. Applicant must possess proficient typing and computer skills, ability to work with strict deadlines within a fast-paced environment and ability to work independently or as a team player.

Additional Qualifications (Court Preferred)

Familiarity with electronic case management and electronic filing processes (CM/ECF).

Benefits

This is a temporary appointment of less than one year and therefore ineligible for federal benefits.

Information for Applicants

Resumes will be accepted via OSCAR at oscar.uscourts.gov. Applicants must submit a detailed résumé, cover letter, and Form AO78 Application for Judicial Branch Federal Employment (available at www.uscourts.gov).

Only qualified applicants will be considered for this position. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States.

As a condition of employment, the candidate selected for this position will be subject to a background investigation. Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the court. The employing agency reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

The U.S. Bankruptcy Court for the District of Connecticut is an Equal Opportunity Employer.